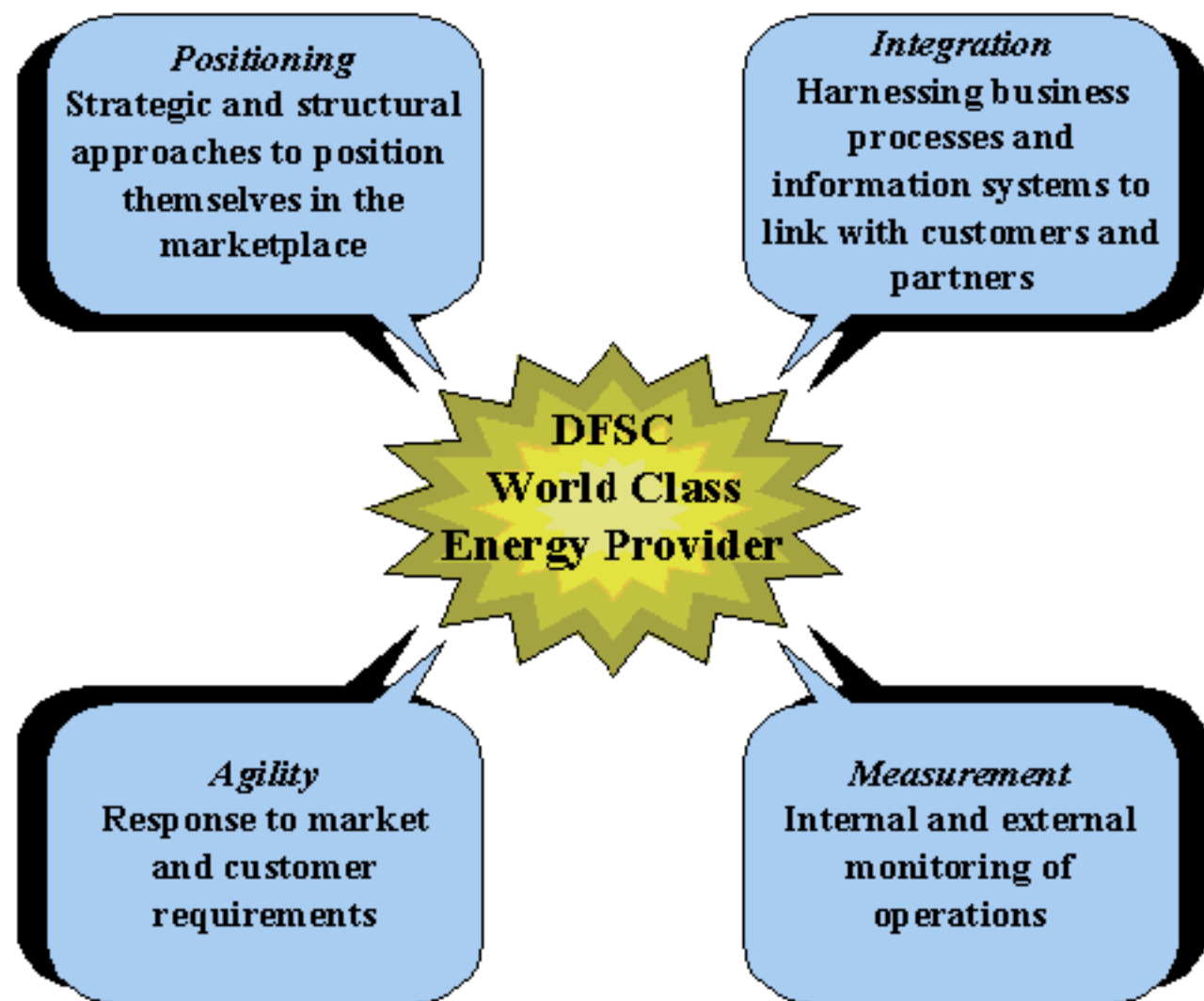




Defense Fuel Supply Center Multifunctional Career Development Training Guide

For Mentors, Supervisors, and Trainees



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June 10, 1997

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How to Use This Guide

Purpose

This guide was developed for the mentors, supervisors, and the trainees in the Defense Fuel Supply Center (DFSC) Multifunctional Career Development Program. It contains the plan and administrative tools to accomplish the training program.

Directions to Use This Guide

The DFSC Workforce Development Office (DFSC-DOW) will give the mentors, supervisors, and their respective trainees an orientation on this guide. Mentors and supervisors will be given the basics on how to be effective mentors.

The mentor/supervisor does the following:

- Step 1.* Construct a training documentation package for each participant consisting of:
1. DFSC Training Agreement for Multifunctional Assignments
 2. Training Plan for the DFSC Journeyman Level Multifunctional with the following attachments:
 - ◆ Performance Feedback Documentation
 - ◆ Position Description, as available
 - ◆ Training Syllabus for the appropriate multifunctional career path
 - ◆ Individual Development Plan (IDP) Guidance (Training Matrix)
 - ◆ Individual Development Plan, DSC Form 87
- Step 2.* Remind the trainee when performance feedback sessions are due.
- Step 3.* If available, review the position description.
- Step 4.* With the trainee, review the background of the program, and document the participant's experience, training, and education in the training plan. As available, validate the participant's background with certificates of completion, academic transcripts, etc., and attach them to the training plan.
- Step 5.* Review the formal training matrix to determine which courses the participant has/has not completed. Attach completion certificates to the training plan, as available.

- Step 6.* The training and education to be completed in the program should be entered on the IDP. Significant events, visits, etc., should also be entered. The IDP reflects the entire program.
- Step 7.* Review the training plan ensuring all parts are completed.
- Step 8.* Establish an agreement with the trainee and sign the agreement.
- Step 9.* Obtain a second level supervisor's signature on the agreement.
- Step 10.* Provide the original document to the trainee, maintain one copy and provide a copy to DFSC-DOW.
- Step 11.* Demonstrate one phase of the business process/task, explaining and instructing as required.
- Step 12.* Have the trainee perform the task during a second phase of the business process, observing and verifying successful completion of the task.
- Step 13.* Document/update the training plan, ensuring changes are provided to DFSC-DOW.
- Step 14.* On a quarterly basis, provide performance feedback sessions.
- Step 15.* Provide copies of the completed training package to DFSC-DOW for certification.

DFSC Training Agreement For Multifunctional Assignments

This agreement is promulgated based on the DFSC Multifunctional Career Development Program and Policy.

I (participant) will abide by the conditions set forth in this agreement, and the DFSC Multifunctional Career Development Program and Policy.

I trainer(supervisor/mentor) will abide by the conditions set forth in this agreement, and the DFSC Multifunctional Career Development Program and Policy, and I will provide training/ mentorship, feedback and supervision/management as required.

PARTICIPANT
SIGNATURE AND DATE

TRAINER (SUPERVISOR/MENTOR)
SIGNATURE AND DATE

SECOND LEVEL MANAGER
SIGNATURE AND DATE

Upward Mobility Addendum To The DFSC Training Agreement For Multifunction Assignments, GS-1101-5 (Potential GS-12)

Subject: Promotion Eligibility

This addendum is prepared to clarify eligibility for promotion in your new multifunctional assignment. The upward mobility job announcement (JOA) # 1-97AR, paragraph "Other", # 10 says "This recruitment provides promotion opportunity to target position without further competition when selectee is eligible and recommended by management. However, promotion is not guaranteed and no promise of a promotion is implied." You will enter this assignment as a GS-1101-5.

Eligibility for promotion requires that you meet the minimum qualifications in OPM's Operating Manual, Qualification Standards for General Schedule Positions, and have one year time in grade. You must complete the education, experience and training requirements for DAWIA Level II Certification in the contracting career field, job series 1102 as identified in JOA # 1-97AR, paragraph "Other", # 15. In addition, you must successfully complete the "Plus One" Training Program. These programs are clearly documented and scheduled in your training and individual development plan (IDP).

Contracting is identified as the core multifunctional training path. You will complete the standard DLA/DFSC four year Contracting Internship. The four years will be consecutive (not integrated with the "plus one" training). You must also meet the experience and training requirements of a two year "plus one" training program. The total time for the entire training program is six years. Although six years seems like a long time, this is a "learn-by-doing" program, and you will be working and accomplishing assignments and duties while you are learning. You are expected to take initiative, participate in the business processes and be a team player. Your first assignment may either be on the Contracting path or the "plus one" path.

There are two potential paths that will lead to your six years of training, 1) one which starts you on the upward mobility path by providing the "plus one" training for the first two years and then provides the contracting training for the last four years (see section B, below), 2) one which starts you on the contracting path for the first four years and saves the "plus one" training assignment for the final two years (see section A, below).

A. Contracting Internship Program First

The Contracting (1102) Internship Program is designed to enable you to become certified at the journeyman level in contracting, DAWIA Level II. You will also have the essential four years of contracting experience to be in a good position to subsequently qualify at DAWIA Level III, Contracting.

Your training plan and syllabus outlines in detail the OJT experience, training and the education that you must successfully complete. The following summarizes promotion eligibility at the **end** of each year, as related to completing your training plan:

Year 1:

In order to be eligible for promotion to the GS-7 level at the end of your first year, you must receive a satisfactory annual performance rating from your supervisor; have one year contracting OJT experience; have successfully completed CON 101 and CON 104 training; and have completed at least 6 semester hours of college level business courses. Although not a promotion eligibility factor, it is desirable that the intern meets all the requirements for DAWIA Level I in contracting.

Year 2:

In order to be eligible for promotion to the GS-9 level at the end of your second year, you must receive a satisfactory annual performance rating from your supervisor; have two years contracting OJT experience; have successfully completed CON 211, CON 231 and CON 201; and have completed a total of at least 12 semester hours of college level business courses. Although not a promotion eligibility factor, it is desirable that the intern apply for certification in DAWIA Level II, Contracting. Your procurement training assignment will continue uninterrupted as you complete the four year Contracting Internship Program.

Year 3:

In order to be eligible for promotion to the GS-11 level at the end of your third year you must receive a satisfactory annual performance rating from your supervisor; have three years contracting OJT experience; and have completed a total of at least 18 semester hours of college level business courses.

Year 4:

In order to be eligible for promotion to the GS-12 level at the end of your fourth year you must receive a satisfactory annual performance rating from your supervisor; have four years contracting OJT experience; and have completed a total of at least 24 semester hours of college level business courses.

Year 5:

At this point in the program, you will be assigned to a CBU to receive the last two years training in the “plus one” discipline. In order to continue in the program, you must receive a satisfactory annual performance rating from your supervisor and successfully complete the first year’s portion of the OJT and training in your training plan.

Year 6:

In order to be certified as GS 1101 eligible, you must complete the final year of your six year internship in the “plus one” discipline you have been assigned to. In particular you must receive a satisfactory annual performance rating from you supervisor and successfully complete the OJT and training contained within your entire training plan.

B. Plus One Training Program First

You may be assigned to complete your “plus one” training first. DFSC cannot guarantee that your “plus one” training will match your desired field of interest. Each “plus one” path takes two years to complete. You will be assigned to one of the following paths: 1) Alternative Fuels combining job series 1130 and 2130; 2) Bulk Fuels combining 2010 and 2130; 3) Facilities Distribution and Management in 2010; 4) Facilities Distribution and Management in 2130; 5) Quality Assurance in 1910. The following summarizes promotion eligibility at the end of each year, as related to completing your training plan:

Year 1:

In order to be eligible for promotion to the GS-7 level at the end of your first year, you must receive a satisfactory annual performance rating from your supervisor; have one year CBU OJT experience; have successfully completed training specified in your CBU training plan; and have completed at least 6 semester hours of college level business courses.

Year 2:

In order to be eligible for promotion to the GS-9 level at the end of your second year, you must receive a satisfactory annual performance rating from your supervisor; have two years CBU OJT experience; have successfully completed all training specified in your CBU training plan; and have completed at least 12 semester hours of college level business courses.

Year 3:

At this point in your internship you will have completed your two year “plus one” assignment and will be reassigned to one of the four CBUs to complete your four years of contracting training. In order to be eligible for promotion to the GS-11 level at the end of your third year, you must receive a satisfactory annual performance rating from your supervisor; have one year of contracting OJT experience; have successfully completed CON 101 and CON 104 training; and have completed a total of at least 18 semester hours of college level business courses.

Year 4:

In order to be eligible for promotion to the GS-12 level at the end of your fourth year, you must receive a satisfactory annual performance rating from your supervisor; have two years contracting OJT experience; have successfully completed CON 211, CON 231 and CON 201; and have completed a total of at least 24 hours of college level business courses.

Year 5/6:

During the final two years you will develop expertise in the contracting area that will make you eligible to be certified as a GS-1101, and enhance your qualifications so that you are able to subsequently apply for DAWIA Level III. In order to complete this final two years, you must receive a satisfactory annual performance rating from you supervisor and successfully complete the OJT (total of four years) and the training contained in your entire training plan.

NOTES:

1. You are expected to complete the entire program within six years, as scheduled in your training plan/IDP. Also, if you are unable to attend or complete training because of circumstances beyond your control, the circumstances will be evaluated by your supervisor and next level of management on a case-by-case basis, and eligibility for promotion may not be withheld. If you do not show satisfactory progress in completing the training plan/IDP, then this will impact your performance appraisal, you could be removed from the program, reassigned, placed in an assignment similar to your previous assignment, or be subject to adverse actions.
2. Tuition assistance is available to achieve DAWIA college-level business education requirements. You should not schedule more than 6 college semester hours of after duty education per semester.

Training Plan For The DFSC Journeyman Level Multifunctional (1101 job series in HQ and 301 in DFR-A)

Purpose: Provide a training program to acquire the general and specialized skills and knowledge for the Multifunctional 1101 job series, and to become “plus one” and DAWIA contracting 1102 qualified. DFSC gains a flexible work force which is capable of meeting the challenges in a constantly changing acquisition market place. Additionally, DFSC is building a cadre of highly qualified employees who have an expanded understanding of the DFSC mission and vision, and are ready to compete for DFSCs leadership positions.

NOTE: DFR-A employees will become qualified in the areas of inventory and traffic management. DFR-A may use this guidance and adapt it as required.

Complete the following for each participant:

Multifunctional Position Assigned to: _____ Contracting and Plus One Function of (HQ only): _____ Position Title: _____ Position Number (if PD is available): _____ Office Code: _____	
Position Vacated: _____ Position Number: _____	
Method to Accomplish Duties of the Vacated Position: _____ _____ _____	
Training Path (check one): <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Contracting 1102 <input type="checkbox"/> Alternative Fuels 1130/2130 <input type="checkbox"/> Bulk Fuels 2010/2130 </div> <div style="width: 45%;"> <input type="checkbox"/> Facilities and Distribution Mgmt. 2010 <input type="checkbox"/> Facilities and Distribution Mgmt. 2130 <input type="checkbox"/> Quality Assurance 1910 <input type="checkbox"/> Inventory/Traffic Management (DFR-A) </div> </div>	
Duration of the Training Program: _____ years _____ months _____ days Scheduled Start Date: _____ Completion Date: _____ Actual Start Date: _____ Completion Date: _____	
Training (Classroom) Hours: _____	

Education (Academic) Hours:	_____
OJT Training Hours:	_____
Total Work Year Hours:	_____
Trainer (Mentor/Supervisor)	
Name:	_____
Title:	_____
Job Series & Grade:	_____
Manager/Supervisor of Record	
Name:	_____
Title:	_____
Job Series and Grade:	_____
New Training Duty Location	
Address:	_____
Address:	_____
Phone #:	_____
Room #:	_____

Statement of Relationship of the Multifunctional Assignment to the Employee's Experience Base

The term "multifunctional" for the DFSC Fort Belvoir work force is defined as contracting "plus one" additional function used in DFSC. "Multifunctional" in the DFSC non-CBU work force (including Regions) does not include contracting as a requirement. Multifunctional in DFR-A is transportation and supply. The participant in this program brings the following skills to the multifunctional assignment (check where appropriate):



Contracting: Level I ____ Level II ____ Level III ____
Quality Assurance: Level I ____ Level II ____ Level III ____

2010 Supply/Inventory Management: ____

2130 Distribution: ____

Other Job Skills: (list) _____

Add comments here on the relationship of the multifunctional assignment to the employee's experience base, if appropriate. Input here specifics on how much time the participant has worked in particular job series:

Summary of the Plan for Utilization of the Participant and Newly-Acquired Skills and Knowledge Following the Assignment

The objective of acquiring the new skills and knowledge is to develop multifunctional employees. The HQ participant, as a result of completing this program, will be DAWIA qualified in contracting and will be "plus one" qualified in a CBU function. The DFR-A participant will be qualified both in the 2130 transportation and 2010 supply job series. The training will prepare the participant for higher levels of responsibility in DFSC.

Add comments here on the specific use of the newly-acquired skills and knowledge, if appropriate:

Performance Feedback Documentation

Progress on the training plan, the Training Syllabus and the individual development plan were reviewed by the mentor/supervisor and participant. Updates to the plan were given to the participant and copies of changes were sent to DFSC-DOW. A minimum of quarterly feedback sessions should be accomplished for participants in this training agreement.

_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor
_____ Date of Review	_____ Signature of Participant	_____ Signature of Mentor/Supervisor

Sample Multifunctional Position Description for 1101 Job Series

This is an Upward Mobility position.

Responsible for identifying opportunities for major and widespread business practice improvements within the DFSC CBU's. The incumbent performs multifunctional duties in order to support the DFSC mission. Works to find new techniques for accomplishing business objectives. Acts as a consultant to identify key problem areas or recommend solutions to recognized problem areas.

GS-1102, Contracting

Responsible for procurement of petroleum products and related services for United States Military and Civilian Agencies. Procurements include domestic and overseas suppliers and customers. Duties include preaward, award, and post award actions required for the acquisition of various supplies and services. Acquisitions include the more complex issues (price, economic conditions, product availability, quality, environmental concerns, unique specifications or delivery requirements, etc.) The more complex issues routinely require the development of new or more modified clauses in order to ensure consistency throughout the current and subsequent procurement cycles.

In addition, responsible for one or more of the following:

GS-1910, Quality Assurance: Serves as Staff Specialist in the areas of Quality Operations and/or Policy. Responsibility is assigned by designated geographic areas or projects in the areas of quality assurance and surveillance. The work involves: (1) assuring the application and adherence of the DFSC petroleum Quality Policy (as defined by Quality clauses, Regulations, Handbooks, and Standards) results in the procuring of specification products; (2) maintaining the quality of DLA/DFSC-owned product while being transported, stored, or issued; and (3) addressing those quality programs which arise during the purchase, movement, storage, or issue of DLA/DFSC product.

GS-2010, Inventory Management: Work involves management of worldwide wholesale inventories at Defense Fuel Supply Points. Incumbent may work in scheduling/ordering, which involves managing inventory at assigned DFSPs and coordinating the actions necessary to maintain inventory levels. Incumbent takes into consideration product availability, cost of fuel at various suppliers, changes in supply and demand, storage availability, transportation availability and cost, war reserve levels, peacetime operating stock levels and petroleum terminal maintenance projects.

Within the Facilities Management area, responsible for the planning, development, coordination and publication of the Inventory Management Plan, including the allocation of worldwide operating and war reserve petroleum inventory, the development and management of short and long term storage requirements, and the development and justification of the supply operations portion of the budget submissions for their assigned geographic area.

GS-2130, Traffic Management: Responsible for developing, recommending, and implementing concepts, policies, procedures, directives, methods, practices, and techniques through which the transportation of commodities of DFSC's Defense Fuel Regions (DFRs), Defense Fuel Offices (DFOs), and Terminals are effected and maintained. Provides interpretation, guidance, coordination, advice and assistance regarding the application of transportation and traffic management policies and procedures in procurement, distribution, shipment planning, asset utilization, movement control, budget and cost recovery programs, organization, military standard systems, military unique systems, and automated data processing systems. Schedules ocean going tankers to meet requirements; analyzes and documents claims; and obtains and analyzes rates to include in procurement process.

Within the Facilities Management area, continuously reviews the DoD system for distribution of military petroleum products to identify and define the capabilities of nodes (locations where fuel is supplied from or stored) and arcs (movements between nodes). Serves as the DFSC contact point for evaluation of tenders (new or revised) received by MTMC. Analyzes existing transportation infrastructure (i.e. barges, ocean tankers, trucks, rail cars, etc.) to determine the optimum level of assets required. Works with supply system analysts in DFSC-FL to identify trade-offs between fixed costs and variable costs.

GS-1130, Public Utilities Specialist

Provides natural gas management support for customers in assigned region. Develops, implements and executes a program providing short, middle, and long-range operational plans and procedures to provide direct supply of natural gas and other alternate energy sources to DoD activities and Federal civilian agency installations. This work includes providing industry advisory services, natural gas supply management, planning and programming, analysis of natural gas requirements, procurement schedules and processing procurement requests, and overall program performance pursuant to Defense Energy Program Policy Memorandum (DEPPM), concerning centralized competitive acquisition of direct supply natural gas (DSNG).

Factor 1: Knowledge Required by the Position

Contracting:

Knowledge of sophisticated commercial and Government contracting procedures and techniques sufficient to procure critical agency requirements, programmed and unprogrammed, which are both long and short term and require successive planning.

Knowledge of cost and price analysis principles and techniques, and of business and industry principles and practices to analyze cost elements for a wide range of contract proposals, modifications, or terminations.

Knowledge of economic, statistical, and financial analysis techniques to analyze historical cost data and determine fair and reasonable prices for products and services.

Knowledge of Federal, Agency, local, foreign and domestic contract procurement methodology, procedures, regulations, instructions and tax laws applicable to the acquisition of highly critical and unique services and supplies, in order to develop new clauses for a variety of procurement types and interpret and apply tax laws.

Knowledge of negotiation techniques, which requires an ability to lead conferences and discussions, and to reconcile differing objectives and viewpoints of the requiring activity, top levels of business and representatives of foreign governments.

Knowledge of various types of contracts, contract variations and their uses. Methods of renegotiation planning and techniques for negotiation, administration and cost and price analysis of proposals sufficient to independently decide appropriate strategies to procure complex requirements.

Knowledge of petroleum refinery operations, terminology, crude mixes, types of crude and end use of products being purchased.

Knowledge of related disciplines of the integrated logistics support, data processing, product assurance, document management, technical, program and financial management, and the organization's review and approval process.

Knowledge of contract administration principles, policies, regulations and procedures to administer contracts and negotiate supplemental agreements or modifications.

In addition, knowledge as described in one or more of the areas below:

Quality Assurance:

Knowledge of the full range of principles, concepts and methodology related to quality

assurance and quality surveillance programs of petroleum bulk products. This includes knowledge of petroleum product quality characteristics, special blending processes, relationships among various petroleum/chemical products, and the systems used to refine, transfer, store or ship such products.

Working knowledge of chemistry in order to be capable of understanding and interpreting specification testings IAW ASTM, API and/or ISO test methods on bulk petroleum products, water bottoms and additives. Knowledge of physical and chemical properties of petroleum products, as well as test equipment and test methods, sampling techniques, product specifications, facility specifications, and publications of the American Society of Test Methods and American Petroleum Institute.

Broad knowledge of tanker, barge, and pipeline operations.

Extensive knowledge of refinery, terminal and pipeline operations to include delivery and transfer systems, storage tanks, manifold and piping systems and associated equipment and facilities.

Knowledge of mathematics and statistics.

Knowledge of safety regulations related to the handling, shipping, and storage of petroleum products.

Inventory Management:

Knowledge of petroleum sourcing, distribution and storage for assigned geographical area in order to compute and analyze peacetime operating requirements and in order to allocate prepositioned war reserve stocks worldwide within funding constraints considering competing service requirements.

Knowledge of the Worldwide Inventory and Storage Plan and the budget submissions in order to determine the amount of storage required, initiate the procurement of petroleum storage and to develop strategies which would meet operational stock requirements and eliminate war reserve deficiencies minimizing the malpositioned petroleum stocks.

Knowledge of practices, principles and techniques of inventory management, functions of the Defense Fuel Supply Center, military services and others government agencies.

Knowledge of related aspects of the supply program, such as the procurement process and practices, contract law, government property procedures and facilities contracts.

Knowledge of transportation's systems, rules and regulations to ensure efficient economic scheduling of tankers.

Traffic Management:

Knowledge of DoD, DLA, and DFSC requirements, operating procedures and systems relevant to DFR, DFO, and DFSC terminal operations, shipping and transportation functions to include: modes of shipment, supply systems, use of all shipment documents including Government and Commercial Bills of Lading, Transportation Control Movement Documents, MTMC Standard Route Orders, DFSC Routing Instructions, and unique carrier shipping documents.

Knowledge of the proper assignment of transportation priorities, mode of transportation, and proper method of tracing shipments from origin to destination.

Knowledge of Federal and DoD procurement regulations as they pertain to transportation.

Knowledge of the MTMC Defense Traffic Management Regulation and its updated format under Defense Transportation Regulation.

Knowledge of Federal, DoD, DLA and DFSC transportation and data management requirements and automated systems.

Knowledge of MTMC's CONUS Freight Management System.

Knowledge of transportation documentation payment, auditing, and offsetting procedures for claims, overcharges, and overpayments.

Knowledge of emerging transportation, distribution, automation and other logistical trends.

Knowledge of traffic management or related programs in order to analyze and interpret transportation and related programs.

Knowledge of the Defense Fuel Automated Management System.

Public Utilities:

Knowledge of business practices, rate structures, technical definitions and operating characteristics of public utilities energy sources within the regulated and deregulated environment.

Knowledge of DLA and Federal Property Management regulations and utilities management techniques and principles as applies to overall control of fuel supplies to DoD and Federal agencies.

Knowledge of transportation methods available within the scope of DLA for providing

uninterrupted and timely support of fuels throughout the network within a short time frame.

Knowledge of DLA/DFSC fiscal management systems, methods and techniques employed to allocate and control product demand.

Knowledge of various supply procurement and comptroller program procedures required to effect output in providing accurate documentation of overall activity fuel requirements.

Knowledge of ADP systems and quantitative analysis techniques.

Knowledge of all technical products specifications and changes thereto for providing activities with guidance in proper selection of appropriate product(s).

Factor 2: Supervisory Controls

The supervisor assigns work in terms of overall projects, and gives some guidance until the employee advances to the journeyman level. The incumbent, in conjunction with the supervisor, develops priorities and critical deadlines. The incumbent has full responsibility for planning and carrying out assignments in assigned functional areas. Incumbent initiates action as required, ensures progress and coordinates with other offices. Resolves problems on own initiative and appries the supervisor after the fact. Supervisory review is performed as mandated by agency attainment on established objectives, effectiveness and for conformance with policies, regulations and legal requirements.

Factor 3: Guidelines

Guidelines include Federal, DoD and Agency regulations, directives and procedures. These guidelines typically cannot be applied directly and require a significant degree of interpretation to determine the extent of relevance to each particular procurement. The incumbent exercises some judgment, initiative, and resourcefulness to develop new methods, write proposed new rules, clauses and policy, and/or makes on the spot corrections to resolve specific issues and increase overall program effectiveness.

Factor 4: Complexity

The incumbent is responsible for multiple, unrelated duties, each involving different work processes. The work involved covers a broad range of DFSC activities. Each functional area has its own rules and procedures which are continually changing due to differences in industry practices worldwide, technological changes, commodity shortages and political and economic factors in various regions. Decisions involve uncertainty in approach, methodology and interpretation of facts.

Factor 5: Scope and Effect

The purpose of the work is to plan and carry out the mission of DFSC, which involves the acquisition, supply, quality control and distribution of various petroleum products and related services to meet the consolidated overseas and domestic needs of the military and federal civil agencies. The work affects the availability of fuel and related services essential for the operation of military installations and federal civil agencies worldwide. The incumbent is responsible for formulating projects, assessing program effectiveness and analyzing a variety of unusual conditions, problems or questions in assigned functional areas.

Factor 6 & 7: Personal Contacts and Purpose of Contacts

Internal contacts include managers and program officials in other areas and DFR/DFO Commanders. External contacts may include the military services, private contractors and representatives of other agencies. Contacts are made to influence and motivate other officials to accept recommendations in the functional areas. Incumbent often faces resistance due to organizational conflict, competing objectives or resourcing problems. Incumbent must be able to convince people of the feasibility of the ideas presented.

Factor 8: Physical Demands

The work is primarily sedentary in nature.

Factor 9: Work Environment

The work is performed in a typical office setting. TDY may be required.

Statement of Difference

This is an upward mobility position.

GS-5 is the basic trainee level where the employee receives basic orientation and training in the duties to be performed. On-the-job training assignments are designed to develop skill in the techniques and methods used to perform the work. These assignments normally involve observing and assisting a higher-grade employee. Assignments are specific and explained in detail and revised thoroughly for accuracy, adequacy and adherence to instructions. The trainee makes no recommendations or commitments outside the office, and contacts are limited to requesting factual information necessary to carry out assignments.

The full performance level of this position is GS-1101-12 (PD#).

Statement of Difference

This is an upward mobility position.

GS-7 is a developmental level involving training in work typical of higher grade levels. Assignments involve a combination of formal classroom and on-the-job training and are selected to insure the development of abilities and skills needed at higher grade levels in the occupation. At this level, the employee receives instructions that include the methods to follow and precise identification of the results expected in terms of the form and content of finished products. Work is reviewed for soundness and proper allocation of methods and principles. Recommendations and commitments are limited by the scope and complexity of assignments, and contacts involve gathering information, explaining noncontroversial decision, and providing technical information to managers.

The full performance level of this position is GS-1101-12 (PD#).

Statement of Difference

This is a trainee position.

GS-9 is the first independent working level and involves more independence and responsibility for selecting methods and arriving at conclusions. The work has little impact beyond the immediate work area studied. Assignments are outlined in terms of objectives sought, and the supervisor spot checks work in progress and reviews completed assignments to determine the adequacy of coverage and analysis, the soundness of judgment, and how well policies are adhered to. Any recommendations/commitments made are subject to review for adequacy, soundness of judgment and compliance with general policies. Personal contacts are with coworkers, supervisors, and employees in related organizations. Contacts involve explanation of technical recommendations which are more difficult to explain because of the greater complexity and scope of the assignments.

The full performance level of this position is GS-1101-12 (PD#).

Statement of Difference

This is an upward mobility position.

GS-9 is the first independent working level and involves more independence and responsibility for selecting methods and arriving at conclusions. The work has little impact beyond the immediate work area studied. Assignments are outlined in terms of objectives sought, and the supervisor spot checks work in progress and reviews completed assignments to determine the adequacy of coverage and analysis, the soundness of judgment, and how well policies are adhered to. Any recommendations/commitments made are subject to review for adequacy, soundness of judgment and compliance with general policies. Personal contacts are with coworkers, supervisors, and employees in related organizations. Contacts involve explanation of technical recommendations which are more difficult to explain because of the greater complexity and scope of the assignments.

The full performance level of this position is GS-1101-12 (PD#).

Statement of Difference

This is a trainee position.

GS-11 work involves assignments of a greater scope and complexity; a more frequent need for adapting study/analytical methods and techniques; greater responsibility for interpreting findings and persuading officials to adopt proposals for substantial changes; and developing constructive recommendations for solving significant problems. GS-11 assignments require seasoned judgment, and solutions to problems have a wider impact. Employees at this level receive assignments in the form of an outline of the overall purpose and objectives to be made, without specifics as to techniques to be used, and work more independently, referring only problems of unusual difficulty to the supervisor prior to implementation. Personal contacts are with the supervisor and coworkers, and officials of other organizations to explain recommendations which may represent significant departures from established processes.

The full performance level of this position is GS-1101-12 (PD#).

Statement of Difference

This is an upward mobility position.

GS-11 work involves assignments of a greater scope and complexity; a more frequent need for adapting study/analytical methods and techniques; greater responsibility for interpreting findings and persuading officials to adopt proposals for substantial changes; and developing constructive recommendations for solving significant problems. GS-11 assignments require seasoned judgment, and solutions to problems have a wider impact. Employees at this level receive assignments in the form of an outline of the overall purpose and objectives to be made, without specifics as to techniques to be used, and work more independently, referring only problems of unusual difficulty to the supervisor prior to implementation. Personal contacts are with the supervisor and coworkers, and officials of other organizations to explain recommendations which may represent significant departures from established processes.

The full performance level of this position is GS-1101-12 (PD#).

How to Use the Training Syllabuses

How to Use the Training Syllabuses

The first step in using the training syllabuses is to determine with your supervisor which career path you are assigned to. Then turn to the training syllabus relating to your career path. Document and indicate completion of the training syllabus in conjunction with your supervisor as you finish the formal training and OJT. Some of the training syllabuses provide the timing for performing each OJT task. This should be followed to the extent possible.

A four-year contracting internship begins on the next page. This internship includes OJT, formal training, education, and other activities that must be completed during the internship.

NOTE: For more specific instructions, see pages ii-iii at the beginning of this guide.

List of Training Syllabuses

The following training syllabuses are included in this guide:

Headquarters

- ◆ Contracting, 1102
- ◆ Alternative Fuels, 1130 and 2130
- ◆ Bulk Fuels, 2010 and 2130
- ◆ Facilities and Distribution Management, 2010 (Inventory Management Specialist)
- ◆ Facilities and Distribution Management, 2130 (Transportation Management Analyst)
- ◆ Quality Assurance, 1910

Defense Fuel Region - America

- ◆ DFR-A Inventory Traffic Management Specialist

Contracting Internship, GS-1102-7/9/11/12

NOTE: The full internship is a four year program. Variations to the full internship exist. For instance programs covered by an intensive training agreement designed according to the DoD memorandum for Rotational Assignments conveyed Oct. 29, 1981 will be accelerated as follows: Six months duration for DAWIA Level I; One year duration for DAWIA Level II; Two years duration for DAWIA Level III. Under an intensive training agreement the timeline described in the following document would be compressed.

Year 1	Quarter 1
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The supervisor and intern jointly prepare and agree to a training plan. The plan contains the on-the-job training (OJT), training, education and other requirements for the entire duration of the internship or training agreement. A copy of the plan is given to the employee, supervisor and the DFSC Work Force Development Office (DFSC-DOW). Ensure the background data, start dates and signatures are entered on the training syllabus/checklist. Ensure the IDP is completed for the entire program.

OJT: Accomplish orientation training in the new assignment. Begin OJT according to the schedule developed by the supervisor in the contracting training syllabus.

Training: Contact DFSC-DOW to be scheduled for CON 101, Contracting Fundamentals, a four week DAWIA course. Ask DFSC-DOW to set up a schedule and project space requirement to support the training plan for all the DAWIA Level I, II and as appropriate, III courses. Also, schedule and complete: the DLA and New Employee Briefings; the DFSC Orientation Course (DFSC-1, a 2 day course); the Fuels Indoctrination Field Trip (DFSC-1a, a 3 day course). Contact DFSC-DOW to be scheduled for and complete the appropriate CBU specific Business Process Course(s) (Bulk Fuels, DFSC-2; Facilities and Distribution, DFSC-3; Direct Delivery, DFSC-4; Alternative Fuels, DFSC-5). Complete basis statistics course if required. Complete office automation, and as available, FAS training.

Education: Enroll in local college business courses in order to complete the DAWIA 24 semester hours of business/college education.

Other: The supervisor and employee complete a review of accomplishments and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 1	Quarter 2
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OJT: Complete the OJT as scheduled in the contracting training syllabus.

Training: Complete CON 101, Contracting Fundamentals, a four week DAWIA course if it was not accomplished during the first quarter. Contact DFSC-DOW to confirm scheduling for CON 104, Contract Pricing, a 3 week DAWIA course. Complete the appropriate CBU specific Business Process Course(s) (Bulk Fuels, DFSC-2; Facilities and Distribution, DFSC-3; Direct Delivery, DFSC-4; Alternative Fuels, DFSC-5).

Education: Enroll in local college business courses in order to complete the DAWIA 24 semester hours of business/college education.

Other: The supervisor and employee complete a review of accomplishments and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 1	Quarter 3
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete CON 101, Contracting Fundamentals, a four week DAWIA course if it was not accomplished during the second quarter. Complete CON 104, Contract Pricing, a 3 week DAWIA course. The appropriate CBU Specific Business Process courses should have been completed by the second quarter of the first year.

Education: Enroll in local college business courses in order to complete the DAWIA 24 semester hours of business/college education.

Other: The supervisor and employee complete a review of accomplishments and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 1	Quarter 4
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete CON 104, Contract Pricing, a 3 week DAWIA course if it was not accomplished during the third quarter.

Education: Enroll in local college business courses in order to complete the DAWIA 24 semester hours of business/college education.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 2	Quarter 1
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The supervisor and intern jointly update the training plan. Progress is assessed annually and performance appraisals may coincide with a review of the training plan. The plan contains the specific OJT, training, education and other requirements for the entire program. A copy of the updated plan is given to the employee, supervisor and DFSC-DOW.

OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Contact DFSC-DOW to confirm scheduling for one or more of the following Level II DAWIA courses:

CON 201, Government Contract Law, a 2 week course,
CON 211, Intermediate Contracting, a 3 week course,
CON 231, Intermediate Contract Pricing, a 2 week course, and
Contact DFSC-DOW to be scheduled for and complete a Team Workshop.

Education: Enroll in local college business courses in order to complete the DAWIA 24 semester hours of business/college education.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW. The supervisor and employee accomplish the certification request for DAWIA Level I, and submit the completed package to DFSC-DOW.

Year 2	Quarter 2
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete one or more of the following Level II Courses:

CON 201, Government Contract Law, a 2 week course,
CON 211, Intermediate Contracting, a 3 week course,
CON 231, Intermediate Contract Pricing, a 2 week course.

Education: DAWIA Level I requirements should have been completed by the first quarter of the second year. The supervisor encourages the intern to complete 24

semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 2	Quarter 3
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete one or more of the following Level II Courses:

CON 201, Government Contract Law, a 2 week course,
CON 211, Intermediate Contracting, a 3 week course,
CON 231, Intermediate Contract Pricing, a 2 week course.

Education: The supervisor continues to encourage the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 2	Quarter 4
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OJT: complete OJT as scheduled in the contracting training syllabus.

Training: Complete one or more of the following level II DAWIA courses (all three courses should have been completed by now):

CON 201, Government Contract Law, a 2 week course,
CON 211, Intermediate Contracting, a 3 week course,
CON 231, Intermediate Contract Pricing, a 2 week course.

Education: The supervisor continues to encourage the intern to continue working on 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 3	Quarter 1
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The supervisor and intern jointly update the training plan. Progress is assessed annually and performance appraisals may coincide with a review of the training plan. The plan contains the specific OJT, training, education and other requirements for the entire program. A copy of the updated plan is given to the employee, supervisor and DFSC-DOW.

OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Contact DFSC-DOW to confirm scheduling of PQM 104, Defense Specifications Users Course, a 2 ½ day course; this is a mandatory course. Contact DFSC-DOW to confirm scheduling for CON 221, Intermediate Contract Administration, a 2 week DAU course, and the Petroleum Officers Course, 2 weeks at Ft Lee; it is highly desirable to attend these courses.

Education: DAWIA Level II requirements should have been completed by the first quarter of the third year. The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW. The supervisor and employee accomplish the certification request for DAWIA Level II, and submit the completed package to DFSC-DOW.

Year 3	Quarter 2
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete PQM 104, a mandatory 2 ½ day course. Complete Petroleum Officers Course, 2 weeks at Ft. Lee. Complete CON 221.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 3	Quarter 3
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete PQM 104.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 3	Quarter 4
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete PQM 104. Complete CON 221.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 4	Quarter 1
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The supervisor and intern jointly update the training plan. Progress is assessed annually and performance appraisals may coincide with a review of the training plan. The plan contains the specific OJT, training, education and other requirements for the entire program. A copy of the updated plan is given to the employee, supervisor and DFSC-DOW.

OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Contact DFSC-DOW for suggesting and scheduling business process improvement, strategic planning training and similar courses to prepare the intern for a management position. Contact DFSC -DOW for scheduling the ALMC Decision Analysis for Logisticians Course (ALMC-DC). The training is highly desirable to attend.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 4	Quarter 2
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OJT: Accomplish OJT according to the schedule established by the supervisor in the contracting training syllabus.

Training: Complete business process improvement, strategic planning training and similar courses preparing the intern for a management position. Consider taking ALMC Decision Analysis for Logisticians Course (ALMC-DC), a 2 week course.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 4	Quarter 3
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OJT: Complete OJT as scheduled in the contracting training syllabus.

Training: Complete business process improvement, strategic planning training and similar courses preparing the intern for a management position. Complete the ALMC Decision Making for Logisticians Course, a 2 week course.

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review and update the training plan. They agree on the direction and objectives for the upcoming quarter. Any requirement which was not completed must be scheduled for completion in the next quarter. Copies of the changes to the training plan are given to the supervisor, employee and to DFSC-DOW.

Year 4	Quarter 4
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OJT: Accomplish OJT according to the schedule established by the supervisor in the contracting training syllabus. The intern is performing the most complex OJT functions with minimum supervision.

Training: Complete business process improvement, strategic planning training and similar courses preparing the intern for a management position. Complete ALMC Decision Analysis for Logisticians Course if not previously completed. Consider scheduling the intern for DAWIA level III training:

CON 301, Executive Contracting

CON 333, Management for Contracting Executives

Education: The supervisor encourages the intern to complete 24 semester hours of business college credit AND at least a baccalaureate degree in order to qualify for future entry into the Acquisition Corps.

Other: The supervisor and employee complete a review of the entire training plan. Tasks which were not completed are scheduled for performance. All training requirements are signed and dated by the supervisor and the intern. The completed training plan, job syllabus, Levels I and II DAWIA certification, education documentation will be submitted to DFSC-DOW in order to receive an intern completion certificate. The employee keeps the original copy of the entire package. The supervisor and DFSC-DOW maintain a completed copy of the entire package. As appropriate, the supervisor and employee complete the certification request to DAWIA Level III and submit completed package to DFSC-DOW.

**Training Syllabus
Contracting, 1102**

Trainee Progress Record				
Office Assigned To:		Name of Trainee		
Period of Training From: To:		Name of Mentor/Supervisor		
	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
ORIENTATIONS				
DLA New Employee Orientation				
DFSC New Employee Briefing				
BUSINESS PROCESS				
DFSC Overview, DFSC-1				
DFSC Field Trip				
DFSC CBU Specific				
MANDATORY FORMAL TRAINING				
CON 101 Contracting Fundamentals				
CON 104 Contract Pricing				
CON 201 Government Contract Law				
CON 211 Intermediate Contracting				
CON 231 Intermediate Pricing				
PQM 104 Defense Specifications Users Course				
Highly Desirable or Desirable Formal Training				
PUR 101 Simplified Acquisition Fundamentals				
CON 221 Intermediate Contract Administration				
CON 301 Executive Contracting				
CON 333 Management for Contracting Executives				
Petroleum Officers Course				
Statistics				
Decision Analysis for Logisticians				
Effective Teams				
Record of On-The-Job Training (OJT)				
SMALL PURCHASES				
1. Identify and interpret documents contained in a small purchase package.				
2. Determine sources of supply.				
3. Determine whether competition is required.				
4. Determine appropriate method of solicitation, i.e., oral/written				
5. Document all actions, conversations.				
6. Determine information which can be disclosed to contractors.				
7. Conduct an oral solicitation.				
8. Identify support offices needed to execute small purchase.				
9. Receive, evaluate, and control quotations.				
10. Apply factors involved in determining price reasonableness.				
11. Conduct negotiations/recommend award to responsible offeror.				

Training Syllabus Contracting, 1102

12. Prepare documents (Abstract. DD 1155, Funds Certification, DD 350) for signature by the contracting officer.				
COMPLEX PROCUREMENTS				
1. Review technical requirements, statements of work and specifications to determine that purchase request is adequate.				
2. Prepare and transmit the synopsis.				
3. If competition is not anticipated, prepare justification for other than full and open competition.				
4. Determine if the procurement will be set aside for small business participation.				
5. Screen sources of supply and develop solicitation mailing list.				
6. Determine method of solicitation.				
7. Develop and maintain acquisition plans.				
8. Prepare solicitation package.				
9. Respond to inquiries concerning the solicitation.				
10. Determine requirement to cancel prior to opening/closing and extend opening/closing date when necessary.				
11. Safeguard bids/proposals received after opening/closing until contract award.				
12. Observe a bid opening.				
13. Prepare/examine abstract of offers.				
14. Process late bids/modifications to bids.				
15. Evaluate responsiveness of bids and determine low bidder.				
16. Determine if offerors are qualified for set-asides.				
17. Review proposals to identify terms and conditions requiring discussion.				
18. Process mistakes in bids.				
19. Determine and document responsibility/non-responsibility of bidders.				
20. Determine need for and process Certificate of Competency (CoC).				
21. Review and approve sub-contracting plans.				
22. Perform a simple price analysis.				
23. Perform noncomplex cost analysis.				
24. Determine the necessity for and obtain certificate of current cost or pricing data.				
25. Determine the need for and request/review audit reports. Resolve issues with auditors.				
26. Plan and document negotiation objectives and strategies.				
27. Conduct negotiations.				
28. Prepare a price negotiation memorandum.				
29. Prepare all award documents (DD350, synopsis of award, notification to unsuccessful offerors/bidders).				
30. Prepare and conduct formal briefings of negotiations and/or participate in an ARB for major procurements.				

Training Syllabus Contracting, 1102

31. Process requests for exceptions/waivers.				
32. Process EEO requests.				
33. Prepare preaward survey requests/waivers and analyze the reports.				
34. Request small business subcontracting plans from large business and analyze for acceptability				
POST AWARD FUNCTIONS				
1. Provide continuing advice to contractors on terms and conditions of contracts.				
2. Process requests for changes in contracts.				
3. Process actions relating to variations in quantity.				
4. Prepare supplemental agreements to contract.				
5. Prepare/change orders as required.				
6. Process actions pertaining to economic price adjustment issues.				
7. Determine when delays are excusable and grant extensions for excusable delays.				
8. Determine the need and prepare and issue stop/resume work orders.				
9. Determine the need and, when appropriate, issue demand letters for collection of debts.				
10. Determine the need to terminate contracts for convenience; issue termination notices; take measures to protect the government's interests; negotiate and execute settlements of terminations for convenience; negotiate, review, and approve no cost cancellations.				
11. Determine the need to terminate for default; issue termination notices; take measures to protect the government's interests.				
12. Apply techniques for dealing with contractor's failure to perform, i.e., cure notices, show cause notices.				
13. Examine and process disputes and claims.				
14. Participate in or conduct a Postaward Orientation Conference.				
15. Process all documents needed to closeout contracts.				
16. Resolve payment issues.				
17. Process waivers, if needed.				
18. Educate the activities on the contract terms and conditions.				
Trainee Comments:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of Trainee</div> <div style="width: 40%;">Date</div> </div>			
Mentor/Supervisor Comments:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">Signature of Mentor/Supervisor</div> <div style="width: 40%;">Date</div> </div>			

Training Syllabus
Alternative Fuels, 1130 and 2130

Trainee Progress Record					
Office Assigned To:	Name of Trainee				
Period of Training From: To:	Name of Mentor/Supervisor				
	Length 2years (Days)	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
MANDATORY FORMAL TRAINING					
DFAMS/FAS Class	30				
Alternative Fuels CBU	4				
Installation Traffic Management	20				
Competitive Natural Gas Seminar	6				
Utilities Planning and Management	20				
Internet Training	2				
Gas Industry Standards Board (GISB)	-				
Primer on Gas Standards cited in FERC Order 587	2				
or Gas Standards and EDI Implementation	6				
Record of On-The-Job Training (OJT)	-				
PREAWARD FUNCTIONS					
Forecast customer requirements	4				
Verify Assets	4				
Define Procurement Schedule	2				
Explain unprogrammed customer forecasts and special requirements	2				
Request requirement	14				
Current Customer	8				
Potential Customer	3				
Acquire and interpret Local Distribution Company (LDC) tariffs	30				
Advise customer of most cost effective tariff	on going				
Advise customer regarding LDC optional or additional services	on going				
Assist customer in securing LDC transportation agreement	on going				
Monitor LDC electronic bulletin board	on going				
Acquire and interpret interstate pipeline tariffs	30				
Assist contracting in securing transportation route	6				
Determine most cost effective transportation route	6				
Request route orders	2				
Monitor interstate pipeline electronic bulletin boards	on going				
Assist customer in securing interstate pipeline trans. agreement	10				
Determine most cost effective supply source	6				
Perform economic analyses evaluation	40				
Verify requirement data	2				
Verify telemetering capabilities	2				
Determine interim contracts required	2				
Consolidate requirements	2				
Purchase Request:	30				
Prepare document	-				
Prepare data sheets	-				
Prepare statement of work	-				
Prepare limited interruptible percentage sheets	-				
Calculate maximum daily quantities as necessary	-				

Training Syllabus

Alternative Fuels, 1130 and 2130

Route Purchase Request	-				
Identify appropriate actions to amend or cancel a Purchase Request	2				
Provide technical support to the acquisition processing function	10				
Supplies	-				
Contracting for expert services	-				
Contracting for storage	-				
Perform technical evaluation of offers	20				
Perform economic analyses based on Best and Final offers (BAFOs)	6				
Confirm funds availability	2				
Fund cite required	-				
Compliance with Economy Act	-				
Electronic fund transfer capability	-				
POST AWARD FUNCTIONS	-				
Provide customer copy of contract	4				
Schedule and provide technical support for post award conference	20				
Issue delivery orders when applicable	14				
Verify delivery of supplies when applicable	14				
Certify contractors' invoices for payment when applicable	14				
Prepare invoicing data for customer billing when applicable	14				
Prepare Government Bill of Lading where applicable	10				
Perform monthly economic analyses	24				
Prepare nomination report	24				
Prepare cost avoidance report	24				
Resolve curtailment or entitlement issues	14				
Provide technical support to evaluate alternative plans	10				
Provide support for surveillance of contractor performance	10				
CUSTOMER SERVICE	on going				
Marketing DFSC services and product	-				
Provide support to both internal and external customers	-				
Define FERC, GISB and PUC role relating to natural gas	-				
Assist with rate intervention efforts	-				
Maintain data base	-				
Schedule and coordinate Competitive Natural Gas Seminar	-				
Schedule and coordinate customer meetings	-				
Help customer resolve problems	-				
Trainee Comments:	Signature of Trainee Date				
Mentor/Supervisor Comments:	Signature of Mentor/Supervisor Date				

**Training Syllabus
Bulk Fuels, 2010 and 2130**

Trainee Progress Record					
Office Assigned To:	Name of Trainee				
Period of Training From: To:	Name of Mentor/Supervisor				
MANDATORY FORMAL TRAINING (3.7 MOS)	Hrs	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
Bulk Fuels CBU	24				
Facilities CBU	24				
Fuels Indoctrination Trip	24				
Logistics Management (AF Institute of Tech)	160				
Decision Analysis for Logisticians	80				
DFAMS/FAS Class	40				
Petroleum Officer Course	80				
Introduction to Tank Vessel Shipping Industry	40				
Installation Traffic Management	120				
PQM 104	16				
ACQ 101	80				
ACQ 201	160				
Record of On-The-Job Training (OJT) (20.3 MOS)					
PREAWARD (3.55 MOS.):	568				
Forecast customer requirements (BIB)	120				
Request services/customers/regions verify proposed purchase request quantities (BIB)	40				
Verify Assets (BIB)	124				
Coordinate with Facilities/Regions regarding storage levels/changes (BIB)	32				
Coordinate with Facilities/Regions regarding stock rotation plans (BIB)	16				
Verify/validate transportation modes (BIDR)	16				
Brief Purchase Program Review to management on proposed purchase quantities (BIB)	8				
Review offers and attend offer review meeting	64				
Process unprogrammed customer forecasts and special requirements (BIB)	32				
Identify appropriate actions to amend or cancel a Purchase Request (BIB)	20				
Prepare stock rotation Plan	88				
Prepare and route Purchase Request (BIB)	8				
TRANSPORTATION RATES (BIDR) (2.6 MOS.):	416				
Review Domestic Solicitation to insure all Transportation ARCs are identified and add new ones as necessary to TRIS	64				
Verify all SPLCs in TRIS for accuracy	16				
Request daily tanker costs from MSC and compute the per gal rate for both domestic and overseas buys	40				
Receive the Abstract from Procurement of all domestic offerors and add new ARCs in TRIS as necessary	40				

Training Syllabus

Bulk Fuels, 2010 and 2130

Prepare the rate schedule, notifying MTMC/DFR/DFOs when rates are required	4				
Resolve any SPLC inconsistencies with MTMC	8				
Analyze rates from MTMC for domestic buys (truck and rail)	48				
Analyze rates received from MTMC and the DFOs	64				
Add/Correct rates and/or arcs as required	16				
Send rates to the BEM database	8				
Analyze rates received from the DFR for overseas buys	16				
Review and accept or reject offeror's exceptions on quantities, transportation modes, etc. (BIB/BIDR)	64				
Prepare second quantity review (BIB)	20				
Provide technical support to the acquisition processing function (BIB)	8				
POSTAWARD ACTIONS:					
BIB (2 MOS.):	320				
Provide DPA to Regions	8				
Prepare manual distribution plan for Regions and customers (Q drive)	16				
Prepare balance sheets each quarter and as needed for product/purchase program	80				
Initiate supplemental procurements or quantity terminations	20				
Attend Bulk Operations Briefing (BOB)	16				
Prepare for BOB as Inventory Manager	64				
Prepare monthly contract status reports and brief management	40				
Provide technical support to evaluate alternative plans	60				
Provide support for surveillance of contractor performance	16				
BIDT (4 MOS.):	640				
Tanker Scheduling Operations	224				
Review slate submitted by regions	20				
Establish cargoes against slate	20				
Establish and update tanker schedule	80				
Monitor and update worksheets for ocean going terminals	80				
Coordinate inventory and quality problems as they relate to schedule	160				
Conduct economic analysis as required	40				
Provide expertise at weekly briefs (dry run)	16				
ORDERING OFFICE OPERATIONS (BIDT) (1 MO.):	160				
Evaluate contracts to determine most efficient resupply cycle	10				
Establish and update lifting forecast to suppliers	20				
Order product on DD Form 1155	20				
Coordinate changes to schedule w/tanker scheduler and suppliers	30				
Establish/update/close out lift records in DFAMS/FAS	30				
Update cargo records	10				
Maintain contract lift status file	22				
Establish and maintain/update cargo history files	10				
Keep database of spot charters	8				
DEMURRAGE ACTIONS & MSC BILL VERIFICATION (BIDT) (2 MOS.):	320				

Training Syllabus

Bulk Fuels, 2010 and 2130

Review cargo history files and cases submitted by the DFOs for potential demurrage	40				
Perform demurrage analysis against the contract clauses to determine who is liable for and the \$ amount of demurrage	192				
Prepare & forward demurrage claims letters against contractors	2				
Evaluate all disputes submitted by contractors	32				
Do follow up review and prepare/forward claim to Contracting Officer for final determination if not paid within time allowed	2				
Prepare statistical reports on no. of claims by mode and \$ amounts	4				
Evaluate MSC bills for tanker and intermodal container movements and prepare response to DFSC-R	48				
DEFENSE FUEL REGION ORIENTATION (DDT) (1 MO.):	160				
OTHER AREAS (4.15 MOS.):	504				
Conduct Bulk Briefing (Dry Run)(BIB)	160				
Receive/review 1884 reports (BIB)	160				
Prepare transportation budget (BIDO)	40				
Review MIPRs (BIDO)	40				
Review GBL input into DFAMS by the DFRs/DFOs (BIDO)	8				
Enter overseas transportation transactions into DFAMS (BIDO)	16				
Participate in the Annual Transportation Conference (BID)	24				
Learn about (BIDO)	192				
- Difference between spot and contract barges					
- What GT is and why we encourage expansion					
- What transportation automated programs are being developed					
- Relationship between DFSC and MTMC					
Learn about DFSC Policy and Regulatory Changes	24				
Trainee Comments:	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;">Signature of Trainee</div> <div style="flex: 1;">Date</div> </div>				
Mentor/Supervisor Comments:	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;">Signature of Mentor/Supervisor</div> <div style="flex: 1;">Date</div> </div>				

Training Syllabus
Facilities Distribution and Management, 2010 (Inventory Management Specialist)

Trainee Progress Record					
Office Assigned To:			Name of Trainee		
Period of Training From: To:			Name of Mentor/Supervisor		
MANDATORY FORMAL TRAINING	Length	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
DFSC Overview Course	5 days				
F - CBU Course	2 days				
Joint Petroleum Officer's Course - Ft Lee, VA	10 days				
Joint Logistics Course at ALMC - Ft Lee, VA	13 days				
Defense Transportation School - Ft Eustis	20 days (1 month)				
Pipeline Technology Course (PETEX)	20 days (1 month)				
Hazard Communications and Emergency Response (HAZTRAIN) Awareness Level	1 day				
Facility Response (oil pollution) Exercise (AMSEC)	1 or 2 days				
Environmental Laws and Regulation Compliance (Executive Enterprises)	4 days				
Record of On-The-Job Training (OJT)					
I. Develop and publish Inventory Management Plan (IMP) for bulk petroleum.	9 months				
1. Determine individual terminal peacetime stockage objective.	4 weeks				
2. Compute peacetime operating stocks.	2 weeks				
3. Project available fuel requirements.	1 week				
4. Coordinate changes reported in Bulk Petroleum Terminal Reports (RCS: (DLA)(W)1884) with the IMP storage worksheets.	12 weeks				
5. Assign Bulk Petroleum War Reserve Stocks (BPWRS) and peacetime operating (POS) stocks at terminals and bases within funding constraints.	8 weeks				
6. Coordinate IMP publication with Unified Commands, Military Services, and Defense Fuel Regions.	5 weeks				
7. Advise Military Services and the Joint Petroleum Offices of any shortfalls in the amount of war reserve that can be protected.	4 weeks				
II. Develop and manage worldwide short and long term storage requirements for bulk petroleum.	5 months				
1. Develop and publish the Worldwide Inventory and Storage Plan (WISP).	3 months				
2. Initiate actions for conversion and modification of existing storage and related facilities.	2 months				
3. Program for the acquisition of fuel and storage for war reserve eligible for prestockage.					

Training Syllabus
Facilities Distribution and Management, 2010 (Inventory Management Specialist)

4. Analyze life cycle costs of leasing storage as part of the lease/build decision.	↓				
5. Review and validate inventory requirements for proposed military construction of new storage.	↓				
6. Advise the owning Military Service of facilities that are excess to the DFSC mission.	↓				
7. Prioritize the unprotected war reserve balance in coordination with the Joint Staff and Unified Commands.	↓				
8. Develop the DLA programming requirement necessary to satisfy the war reserve material shortfall.	↓				
9. Prepare proposals for where war reserve could be eliminated in the theater where downsizing is required.	↓				
III. DEVELOP AND JUSTIFY BUDGET SUBMISSIONS.	5 weeks				
1. Estimate funds for the sale of products for Military Services, DoD users, and other federal government users.	↓				
2. Justify and document budget estimates with the DFSC financial personnel.	↓				
3. Review and revise budget estimates to incorporate changes in policy.	↓				
IV. RESPOND TO STAFF ACTIONS AND INQUIRIES FROM DEFENSE FUEL REGIONS/DEFENSE FUEL OFFICES, UNIFIED COMMAND JOINT PETROLEUM OFFICES, AND USER ACTIVITIES.	20 months (ongoing)				
V. PROVIDE TECHNICAL GUIDANCE TO SUPPLY ACTIVITIES RELATIVE TO GEOGRAPHICAL AREA OF RESPONSIBILITY.	20 months (ongoing)				
Trainee Comments:		Signature of Trainee Date			
Mentor/Supervisor Comments:		Signature of Mentor/Supervisor			

Training Syllabus
Facilities Distribution and Management, 2130 (Transportation Management Analyst)

Trainee Progress Record					
Office Assigned To:			Name of Trainee		
Period of Training From: To:			Name of Mentor/Supervisor		
MANDATORY FORMAL TRAINING	Length	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
Software/computer:					
Word (beginning and advanced)	5 days				
Excel (beginning and advanced)	10 days				
Powerpoint (beginning and advanced)	5 days				
Access (beginning and advanced)	5 days				
Internet	1 day				
ExpertChoice	5 days				
FAS	5 days				
Economic Analysis/Cost Benefit Analysis	10 days				
	20 days				
Defense Transportation School (Ft Eustis)	(1 month)				
DFSC Overview Course	5 days				
F-CBU Course	2 days				
Joint Petroleum Officers Course (Ft Lee)	10 days				
	20 days				
Pipeline Technology Course (PETEX)	(1 month)				
Hazard Communication and Emergency Response Awareness Level (HAZTRAIN)	1 day				
Facility Response (oil pollution) Exercise (AMSEC)	1 or 2 days				
Environmental Laws and Regulations Compliance (Executive Enterprises)	4 days				
Record of On-The-Job Training (OJT)					
Continuously review DoD system for distribution of military petroleum products to identify and define the capabilities of nodes and arcs.	200 days				
Serve as the DFSC contact point for evaluation of tenders received by the MTMC.	90 days				
Evaluate new or revised tenders for changes which impact on fixed and variable costs incurred by DSFC, and makes appropriate recommendations to MTMC.	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border-left: 1px solid black; height: 100px; margin-right: 5px;"></div> <div style="font-size: 2em;">↓</div> </div>				
Evaluate nominations by region offices to MTMC for Guaranteed Traffic (GT) to ensure that GT nominations are consistent with nodes and arcs which comprise the bulk petroleum distribution system and planned changes to that system.					
Advise MTMC, regions and DFSC HQ staff when GT nominations should be modified.					
Analyze existing transportation infrastructure (i.e., barges, ocean tankers, trucks, rail cars, etc.) to determine the optimum level of assets required.	60 days				

Training Syllabus

Facilities Distribution and Management, 2130 (Transportation Management Analyst)

Work with supply system analysts in DFSC-FL to identify trade-offs between fixed costs (i.e., long-term commitments for transportation infrastructure) and variable costs (standard route orders).	60 days				
Trainee Comments:	<div style="display: flex; justify-content: space-between;"> Signature of Trainee Date </div>				
Mentor/Supervisor Comments:	<div style="display: flex; justify-content: space-between;"> Signature of Mentor/Supervisor Date </div>				

Training Syllabus
Quality Assurance, 1910

Multi-Functional Trainee Progress Record - Quality Assurance/Quality Surveillance				
Office Assigned To:		Name of Trainee		
Period of Training From: To:		Name of Mentor/Supervisor		
MANDATORY FORMAL TRAINING (Course time within OJT allotment)	Date Started	Date Completed	Supervisors Initials	Trainee's Initials
Refinery Course				
S61a/Defense Supply Center QA for DFSC				
J20/Petroleum QA				
J07/Into Plane				
Jet Fuels Specification ASTM				
PQM 103/Defense Specification Mgmt.				
Maritime Confined Space Entry				
Marine Fuels Spec(Pch&Use) ASTM				
Petroleum Measurement API				
Petroleum Tankship Operations				
Record of On-The-Job Training (OJT)				
1. Rotational Training/Local TDY - Approx 100 Wks				
a. Bunkers				
b. Lab Contracts				
c. Into Plane/MIL-STD-1548				
d. Posts, Camps & Stations				
e. Coal				
f. Facilities				
g. Bulk Fuel				
h. CDC/PQDRs				
2. Field Training - Approx 6 Weeks				
DFR Americas/DFO Houston/DFSP Houston or				
DFR Americas/DFO Los Angeles/DFSP San Pedro or				
DFO Ft. Dix/New York Harbor or				
OCONUS DFR/DFO				
Trainee Comments:	Signature of Trainee		Date	
Mentor/Supervisor Comments:	Signature of Mentor/Supervisor		Date	

HQ IDP Guidance (Training Matrix)

DFSC HQ TRAINING MATRIX					Training For 1101 Career Paths for Each Year													
			Tuition		1102				1130/2130		2010/2130		FAC.2010		FAC.2130		QA 1910	
Course Title	Course No	Location	Cost	Length	1	2	3	4	1	2	1	2	1	2	1	2	1	2
DFSC/FUEL BUSINESS PROCESS																		
DFSC Overview	DFSC-1	In-house	0	2 days	M								M		M			
DFSC New Employee Briefing		In-house	0	1/2 day	M				M		M		M		M		M	
Fuels Indoctrination Trip	DFSC-1A	In-house	0	3 days	M													
Bulk Fuels, CBU Specific	DFSC-2	In-house	0	2 days	M						M							
Facilities, CBU Specific	DFSC-3	In-house	0	2 days	M								M		M			
Direct Delivery, CBU Specific	DFSC-4	In-house	0	2 days	M													
Alternative Fuels, CBU Specific	DFSC-5	In-house	0	2 days	M				M									
Petroleum Officer Course, Purple	8B-92F	Ft Lee	0	2 wks			HD			HD		M	M			M		
Joint Logistics Course at ALMC		Ft Lee	TBD	13 days									M					
ASTM Jet Fuels Spec	J27	Philadelphia PA	795	3 days						D							M	
Site Visits, e.g. DFR's/Tanker Load/Offload		In-house	0	as req		D				D		D						
DFAMS Class/FAS		In-house	0	1 wk					M		M				M			
Intro to Tank Vessel Shipping Industry		USMMA, NY	795	1 wk							M							
Gain & Loss Cargo Management		Philadelphia PA	795	1 wk						D								
Competitive Natural Gas Seminar			TBD	3 days						M								
Utilities Planning and Management			TBD	10 days						M								
Primor on Gas Standards/EDI Implementation			TBD	4 days														
CONTRACTING																		
Contracting Fundamentals	CON101	DAU	0	4 wks	M													
Contract Pricing and Negotiations	CON104	DAU	0	3 wks	M													
Government Contract Law	CON201	DAU	0	2 wks		M												
Intermediate Contracting	CON211	DAU	0	3 wks		M												
Intermediate Contract Administration	CON221	DAU	0	2 wks			HD											
Intermediate Contract Pricing	CON231	DAU	0	2 wks		M												
Executive Contracting	CON301	DAU	0	1 wk				M/HD*										
Management for Contracting Executives	CON333	DAU	0	2 wks				M/HD*										
Executive Seminar in Acquisition		GSA	290	3 days				D										
Contracting Officers Representative		Ft. Lee	0	1 wk														
SUPPLY MGT/LOGISTICS																		
Installation Traffic Management	8C-F4	Ft Eustis	0	3 wks					M		M		M		M			
Defense Advanced Transportation	8C-F3	Ft Eustis	0	2 wks						M				M		M		

HQ IDP Guidance (Training Matrix)

Training For 1101 Career Paths																	
Course Title	Course No	Location	Tuition Cost	Length	1	1102			1130/2130	2010/2130		FAC.2010		FAC.2130		QA 1910	
						2	3	4	1	2	1	2	1	2	1	2	
Defense Specification Management	PQM 103	DAU	0														M
Defense Specification Users	PQM104	DAU	0	2 1/2 days			M			M		M		M			
QUALITY ASSURANCE/SURV																	
Defense Supply Center QA	S61A	Various locations	0	1.5 wks												M	
Petroleum Quality Assurance	J20	Various locations	0	2 wks			D									M	
Statistical Quality Control or Stat. Process Ctrl.	SQC001	Various locations	0	2 wks							D						
Specifications and Standards	S60	Various locations	0	1 wk													
Quality Assurance of Into-Plane Ser. Contract	J07	Long Beach, CA	795	1 wk												M	
Metric Conversion		Various locations	0	1 day													
Fundamentals of System Acquisition	ACQ101	Various locations	0	4 wks													
Production & Quality Mgt Fundamentals	PQM101	Various locations	0	4 wks													
DoD In-Plant Quality Assurance	S89	Various locations	0	2 wks													
Maritime Confined Space-NFPA	J22	Various locations	325	3 days													M
Oil Spill Response & Safety	J25	Houston TX	795	1 wk													
Hazardous Material Transportation		Houston TX	795	1 day								M		M			
Managing Hazardous Materials		Corpus Christi TX	795	1 wk													
OSHA/RCRA Safety		Corpus Christi TX	795	1 wk													
Petroleum Tankship Operations		Various locations	895	4 days													M
Intro to Petroleum Refining Processing		NJ	795	3 days				D								M	
Intermediate Systems Acquisition	ACQ201	Various locations	0	4 wks													
Intermediate Production & Quality Mgmt	PQM201	Various locations	0	4 wks													
ASTM Marine Fuels Spec Purch & Use		Philadelphia PA	\$795	3 days													M
Saybolt Basic Petroleum Measurement	J23	Corpus Christi TX	\$895	1 wk													M
Pipeline Technology Course (PETEX)			TBD	20 days								M		M			
Facility Response (oil pollution) Exercise AMSEC			TBD	1 or 2 days								M					
Environmental Laws and Regulation Compliance (Executive Enterprises)			TBD	4 days								M		M			
Saybolt Marine Cargo Measurement		Corpus Christi TX	\$895	4 days													
STATISTICS																	
Basic Statistics **		OPM	\$450	4 days	HD												
Decision Analysis for Logisticians		ALMC	\$0	2 wks				HD		D		M					
Statistical Process Control or Stat. Quality Ctrl.	SQC001	Various locations	\$TBD	2 wks													
Economic Analysis/Cost Benefit Analysis			TBD	10 days											M		

HQ IDP Guidance (Training Matrix)

Training For 1101 Career Paths																		
Course Title	Course No	Location	Tuition Cost	Length	1	1102			1130/2130		2010/2130		FAC.2010		FAC.2130		QA 1910	
						2	3	4	1	2	1	2	1	2	1	2	1	2
RESOURCE MGT/SUPERVISION																		
Personnel Mgmt for DLA Supervisors		In-house	\$0	1 wk														
Equal Employment Opportunity		In-house	\$0	1 day														
Safety & Health Management		In-house	\$0	1 day														
Gen Supervisory & Communication Skills		In-house	\$0	1 wk				D										
Personnel Management for Executives I		Lancaster PA	\$0	1 1 days				D										
Personnel Management for Executives II ***		Lancaster PA	\$0	5 days				D										
Effective Leadership Seminar	36JK	OPM	\$465	3 days				D		D								
Management Functions & Techniques	36JC	OPM	\$550	1 wk				D										
Federal Budget Process		USDA	\$200	1 day				D										
OFFICE AUTOMATION																		
Formflow		local area	\$50	1/2 day														
Electronic Data Interchange (EDI)		In-house	\$0	TBD														
Intro to Internet		local area	\$225	1 day														
Microsoft Access-Intro		local area	\$295	2 days	HD				M						M			
Microsoft Excel-Intro		local area	\$295	2 days	HD										M			
Microsoft Powerpoint-Intro		local area	\$295	2 days		HD									M			
Microsoft Word-Intro		local area	\$325	2 days	HD										M			
Advanced Microsoft Access		local area	\$325	2 days		D										M		
Advanced Microsoft Excel		local area	\$325	2 days		D										M		
Advanced Microsoft Powerpoint		local area	\$325	2 days			D									M		
Advanced Microsoft Word						D										M		
Expert Choice			TBD	5 days												M		
PERSONAL DEVELOPMENT																		
Ability to Communicate in Writing	25DF	Human Resource	\$275	1 day														
Effective Briefing Techniques	45DK	OPM	\$630	1 wk														
Effective Listening & Memory Dev Skills							D											
Baccalaureate Deg and/or 24 hrs -Business							D											
Baccalaureate Deg and/or 24 hrs -Business		in-house	\$0	3 days	M	M	M	M										
Effective Teams		in-house	\$0	3 days	HD	HD					HD		HD					HD
M=Mandatory, HD=Highly Desired, D=Desired																		
* Mandatory for GS 13s and above, Desirable for GS 12s.																		
** Not required if college-level Statistics course has been successfully completed.																		
*** There must be a period of 2 years between Personnel Management for Executives I and II.																		
Note: CBU specific courses DFSC 2 - 5 above are mandatory when assigned to the specific CBU, or as required by the CBU of assignment.																		

Position Description

Inventory–Traffic Management Specialist, GS 301-11

Accomplishes the Defense Fuel Region-Americas (DFR-A) petroleum, oils, and lubricants supply and transportation program for an assigned bulk fuel distribution system covering several States and/or overseas locations and comprised of multiple suppliers, carriers, terminals, and customers.

Major Duties

1. Evaluates contract awards. Develops and/or implements DFR-A fuel distribution patterns to ensure maximum economy is achieved in the movement of fuel to using activities.
 - ◆ Implements the DFSC Inventory Management Plan (IMP), ensuring customer inventories are maintained within the range of maximum authorized quantities, the established inventory objective, and any designated inviolate level.
 - ◆ Orders and manages monthly fuel requirements for using activities. Acts as Ordering Officer for delivery of fuels and oils which call for delivery to all military activities and non-DoD activities which are authorized to receive government-furnished products. Also, gathers information, submits annual requirements, and interacts with DFSC on Bulk FSII Purchase Program. Acts as Ordering Officer for delivery of bulk FSII from contract source to all assigned wholesale DFSPs.
 - ◆ Gathers, reviews, and submits to DFSC all bulk fuel requirements for non-DoD activities in the Region. Computes and submits fuel and additive requirements to DFSC and DGSC for assigned DFSPs. Assists customers in acquiring additives to maintain product specification.
 - ◆ Develops Peacetime Operating Stocks (POS) levels, Economic Resupply Quantities (ERQ), and safety levels. Orders, schedules, and/or slates resupply to maintain peacetime and war reserve stock levels for wholesale and retail DFSPs. **(30%)**
2. Plans, develops, and/or implements techniques, methods, and traffic patterns for the transportation of petroleum and petroleum products from various sources of origin in CONUS to CONUS and OCONUS locations. All modes of carriage, i.e., barge, rail, truck, tanker, pipeline, air, and intermodal container may be used. Any combination of modes may be required. Instructs carriers on how and when movements will be accomplished. Analyzes rates, routes, modes, operating procedures of carriers, special handling requirements, and any other peculiar factors to insure prompt, economical, and safe movement of products. Based on mission requirements, contractual obligations, and economy, selects method of carriage which best serves the

government. Assures proper records are maintained in support of this policy. As official Transportation Agent, exercises signatory authority with respect to all official command transportation documentation and financial obligations. **(20%)**

3. Investigates excessive operating and intransit gains and losses, and monitor inventory accuracy. Approves GOCO and COCO contractor overtime requests and reviews monthly activity reports. Recommends improvements and changes to DFSP facilities and increases/decreases in DFSP storage capacities. Performs detailed audit of DLA-owned products in the custody of pipeline carriers as required by applicable directives. Ensures QSRs meet established criteria for DFAMS data entry and for timely and accurate reconciliations. Initiates claim action against carriers for reimbursement for any determined net losses. **(5%)**

4. Monitors the Defense Fuels Automated Management System (DFAMS) for assigned areas of responsibility. Provides problem solving guidance to team members and customers. Recommends program and procedural changes to the DFAMS system and monitors activity inventory reconciliation process to be completed by the 6th calendar day of each month. **(10%)**

5. Intervenes when required in the various phases of product flow from refiner/supplier to the user taking any of a variety of actions to accomplish the most effective yet least expensive support posture. Develops and implements new fuel distribution programs for support of authorized activities under emergency conditions caused by local or regional fuel shortages or failures of normal support sources. Environmental, quality, safety, and economic impact must be considered in those actions. **(15%)**

6. Analyzes quality and quantity data of fuels and additives during supply and storage operations. Evaluates characteristics affecting the usability of fuels and additives under Region control. Investigates customer quality complaints and quality deficiencies and provides reports of causes to appropriate activities. Assists the QSR regarding product use and rotation, specification waivers, additive content, and upgrading and downgrading of product. Coordinates the disposition of products determined to be unusable or unsalvageable. **(10%)**

7. Develops, negotiates, coordinates, and implements Pipeline Operating Agreements (OAs) for the command. Insures new OAs are initiated and completed as required. Reviews and updates existing OAs on a timely basis to insure compatibility with current regulations. OAs will state basic requirements for transportation, supply, accounting, inventory, and quality assurance in accordance with DoD 4140.25M and MTMC Pipeline Rules Pub No. 6A. **(10%)**

Performs other duties as assigned.

The duties of this position require financial disclosure. The incumbent will be required to file an SF 450, Confidential Financial Disclosure Statement.

Factor 1: Knowledge Required by the Position**FL 1-7 1250 Points**

Knowledge of Inventory Management of petroleum products and additives in order to:

- ◆ Administer multi-million dollar bulk petroleum contracts with commercial suppliers;
- ◆ Manage bulk petroleum inventory levels at GOCO and COCO Defense Fuel Support Points in accordance with the DFSC Inventory Management Plan (IMP);
- ◆ Maintain accounting systems for bulk petroleum products to include the Defense Fuels Automated Management System (DFAMS).

Knowledge of Transportation Management of petroleum products and additives in order to:

- ◆ Arrange transportation services through the Military Traffic Management Command (MTMC) for movement of petroleum products via barge, pipeline, tank truck, rail car, or intermodal container;
- ◆ Execute transportation requirements directly with assigned carriers;
- ◆ Negotiate operating agreements with carriers for storage and transportation services.

Knowledge of Quality Surveillance of petroleum products and additives in order to interpret laboratory reports for petroleum products and assist customers and Quality Assurance Representatives investigate quality deficiencies.

Knowledge of petroleum procurement, petroleum facilities acquisition and operation, quality assurance, refinery operations, and commercial supply and transportation practices in order to anticipate and respond effectively to disruptions in the normal petroleum distribution system.

Ability to communicate with customers, representatives from industry, MTMC, MAJCOMs, and others involved in the process in order to accomplish organizational objectives.

Ability to work productively with others and maintain positive relationships internally and externally in order to facilitate work accomplishment in a period of reduced resources.

Knowledge of organizational mission, goals, and values in order to work in consonance with these guidelines in a cooperative team environment.

Factor 2: Supervisory Controls**FL 2-4 450 Points**

The supervisor assigns work in terms of overall objectives for a defined petroleum distribution system which includes multiple suppliers, transportation modes, intermediate storage terminals, and customers. The supervisor assigns special projects on a case-by-case basis. Work also arises during the normal course of

dealing with suppliers and carriers and in responding to customer requirements. The incumbent independently plans, organizes, and completes the work. The incumbent is responsible for problem resolution, to include selection of methodology and adaptation of guidelines and precedents, and coordination with all parties involved. In all matters related to the assigned distribution system, the incumbent is considered to be the technical expert, referring only major policy or controversial problems to the supervisor with a recommended course of action. Work is reviewed periodically for results achieved in meeting organizational objectives, such as percentage of contract lift and compliance with inventory objectives. Reviews are accomplished through direct contact and during team meetings. Work is also evaluated by the presence or lack of customer complaints and by analysis of automated reports generated by DFAMS.

Factor 3: Guidelines

FL 3-3 275 Points

Guidelines consist of DoD/DLA/DFSC policy and regulations, Distribution Plan Authorization, Inventory Management Plan, internal SOPs and policy statements, and past practices. Guidelines are general in nature, requiring interpretation by the incumbent to meet mission requirements. On a regular basis, the incumbent is expected to adapt guidelines in a joint operations environment to respond quickly and economically to disruptions in the normal supply and transportation system caused by product contamination, insufficient product at refinery sources, carrier delays caused by severe weather or equipment failure, no notice military exercises, etc. In such cases, incumbent is expected to exercise judgment in selecting the most efficient and effective alternative course of action considering costs, availability of assets, priority of customer need, and potential adverse impact on other operations. Decisions are normally time sensitive and require coordination with other agencies and industry representatives for successful execution.

Factor 4: Complexity

FL 4-4 225 Points (Supply)
FL 4-3 150 Points (Traffic)

The work involves the entire range of inventory management and transportation management functions applicable to a fuel distribution system (multiple supply sources, carriers, terminals, and customers) and includes such duties as administering bulk fuel contracts, negotiating fuel availability dates, arranging multi-modal transportation, scheduling delivery with customers, managing wholesale and retail inventories, negotiating transportation operating agreements, verifying transportation rates, and maintaining accountability for government property. Extensive coordination with representatives of industry and other government agencies is required for successful execution of the work.

Incumbent must adapt available general guidelines on a daily basis to resolve supply and transportation problems. The incumbent must use experience to recognize trends which predict potential system failures and take early action to prevent mission failures. Disruptions caused by weather delays, quality problems, contractor failure to deliver

occurrences, carrier equipment problems, and major deviations in customer consumption require the incumbent to develop creative solutions, to include new temporary and long-term distribution systems, to satisfy customers, while considering cost-benefit, adverse system impact, potential contract litigation, and resource availability issues.

Execution is complicated by unforeseeable problems in the distribution system that require the incumbent to analyze complex logistics options, including resources from other Defense Fuel Regions, in order to meet requirements in the most effective and efficient manner without compromising contractual obligations, including small business contracts. Incumbent must consider not only customer requirements and costs, but potential repercussions of selected course of action in terms of future claims against the government for deviation from standing contracts or guaranteed traffic provisions. Problem resolution normally requires coordination with refiners, carriers, DFSC HQ, other Defense Fuel Regions, and other government agencies, such as MTMC.

Factor 5: Scope and Effect

FL 5-3 150 Points

The purpose of the work is to orchestrate all supply and transportation actions necessary to move petroleum fuels from DFSC contract sources to designated DoD and non-DoD customers utilizing commercial carriers; to manage bulk fuel inventory levels in accordance with the DFSC Inventory Management Plan; and to maintain accountability for assigned government property. Completion of the work contributes to the readiness of the Forces by permitting military customers to operate aircraft, ships, and tanks in support of their peacetime and wartime missions. Alternate distribution plans and work methods developed by the incumbent impact other Defense Fuel Regions and future DFSC and MTMC policy. The work also impacts DoD costs by utilizing the most effective supply and transportation assets to satisfy customer requirements, both under normal conditions and during emergencies. Professional execution of the work influences the willingness of commercial suppliers and carriers to bid on subsequent government procurements, thereby impacting competition.

Factor 6: Personal Contacts & Factor 7: Purpose of Contacts FL 3b 110 Points

Contacts include co-workers, resident QSRs, and DCMC QARs; DFSC personnel in various fields such as transportation, supply operations, procurement, and legal; MTMC transportation scheduling personnel; industry management representatives from carriers, refineries, and tariff operators; GOGO and GOCO terminal operators; Defense Fuel Offices; Major Commands such as Air Combat Command; Service Inventory Control Points such as NAVPET and Army Petroleum Center; and military customers including Army, Navy, Air Force, Marines, and Coast Guard. Attends inter-agency meetings with mix of government and industry personnel involved in the arrangement of fuel support for exercises and other special circumstances. Contacts are by phone, TDY, fax, computer, and normal correspondence.

Contacts with DFSC are to exchange information, resolve conflicts, and to defend Region's position on fuel distribution issues. Contacts with customers are to obtain requirements and exchange information. Contacts with refineries are to discuss fuel requirements, to negotiate availability schedules, to petition for additional fuel quantities, and to discuss general contract performance requirements. Contacts with tariff operators are to negotiate operating agreements, to exchange information, and to resolve conflicts. Contacts with Region QSRs are to provide information on product movements, to monitor compliance with DFAMS entry requirements, and to ensure that reconciliations are completed in a timely and accurate manner. Personnel contacted may be uncooperative and skeptical, requiring skill on the part of the incumbent in dealing with those situations without creating an adversarial relationship. At conferences, incumbent presents and defends the Region's position on a range of fuel distribution and contract performance issues. At pre-procurement award and bid conferences and pre-award/post-award surveys of refineries and petroleum terminals, contacts are to ensure that DFSC contractual requirements are understood and can be met.

Factor 8: Physical Demands

FL 8-1

5 Points

Work is mostly sedentary, being accomplished while the employee is seated at a desk. Some walking and standing is required in the normal execution of duties. During visits to terminals and refineries, some climbing is required to witness storage tank inventories.

Factor 9: Work Environment

FL 9-1

5 Points

Work is accomplished in a normal office setting, with adequate light, heat, and ventilation. The employee is required to exercise good office safety practices to avoid accidents. During visits to terminals and refineries, wearing a hard hat, safety shoes, and other safety equipment might be required and the incumbent might be exposed to inclement weather.

	<u>Supply</u>	<u>Traffic</u>
Total Points:	2470	2395
Grade:	GS-11	GS-11
Range:	2355-2750	2355-2750

Training Syllabus
DFR-A Inventory-Traffic Management Specialist

Trainee Progress Record						
Office Assigned To:		Name of Trainee				
Period of Training From: To:		Name of Mentor/Supervisor				
	Date Started	Date Comp.	Supervisors Initials	Trainee's Initials	Formal Trng	OJT
FORMAL TRAINING						
I. Background Knowledge						
DFSC Overview, DFSC-1 (2 days)						
Customer Relations Course (2 days)						
Team Building Course (3 days)						
Human Dynamics Course (2 days)						
DFR/DFO Course (2 days)(combines DFSC Bulk and Facilities Courses) DFSC-6						
II. Supply						
DFAMS (5 days)						
DFSC Overview, DFSC-1 (2 days)						
DFR/DFO Course (2 days)(combines DFSC Bulk and Facilities Courses) DFSC-6						
III. Transportation						
MTMC on-site course (2 days)						
DFR/DFO Course (2 days)(combines DFSC Bulk and Facilities Courses) DFSC-6						
IV. Quality						
DFSC Overview, DFSC-1 (2 days)						
DFR/DFO Course (2 days)(combines DFSC Bulk and Facilities Courses) DFSC-6						
KNOWLEDGE/PROFICIENCIES						
I. Background Knowledge						
a. The Petroleum Industry (GS-07)					DFSC-1	
b. Policy and Guidance - Integrated Material Management (GS-07)					DFSC-1	
c. Mission Values and Organization Structure of DFSC/DFR/DFO/DFSP					DFSC-1	
(1) Customer Focus & Interaction (GS-07)					Cust Rel	
(2) Quality Focus (GS-07)					DFSC-1	
(3) Lowest Total Cost (GS-07)					DFSC-1	
(4) Team Skills (GS-07)					Team Bid	
(5) Interpersonal Skills (GS-07)					Hum Dyn	
e. DFSC Commodity Business Units (GS-07)					DFSC-1	
f. Facilities Management						
(1) Types of Storage Facilities: GOGO, GOCO, etc (GS-07)					DFSC-1	
(2) Facilities/Distribution Optimization (GS-07)					DFSC-1	
(3) DLA Service Contracts (SOWs and Requirements) Bulk, Into-Plane, Coal and Natural Gas (GS-07)					DFSC-1	

Training Syllabus

DFR-A Inventory-Traffic Management Specialist

(4) Responsibilities and Relationships of the CO/COR/Contractor (GS-07)						R3
(5) Contracting Officers Representative Functions (GS-11)						R3
(6) Task Order Process (GS-11)					DFSC-6	
(7) Maintenance and Repair and Military Construction (GS-07)					DFSC-1	
(8) Environmental Compliance and Remediation (GS-07)					DFSC-1	
(9) Safety and Health (GS-07)					DFSC-1	
II. Supply						
a. Inventory Management						
(1) DFAMS/FAMS and FAS (GS-07)					DFAMS	R1 Tab A
(a) Entries and Inquiries					DFAMS	R1 Tab A
(2) Inventory Management Plan (GS-07/09)					DFSC-1/6	R1 Tab A
(a) Peacetime Operating Stocks					DFSC-1/6	R1 Tab A
(b) Economic Receipt Quantities					DFSC-1/6	R1 Tab A
(c) Safety Levels					DFSC-1/6	R1 Tab A
(d) Inviolate Levels					DFSC-1/6	R1 Tab A
(3) Bulk Fuel Inventory Levels (GS-07/09)					DFSC-1/6	R1 Tab A
(4) Bulk Fuel Procurement Process (GS-09)					DFSC-6	
(a) Demand Forecasting/Requirements					DFSC-6	R1 Tab A
(b) Preaward					DFSC-6	
(c) Evaluation of Awards					DFSC-6	R1 Tab A
(5) Lift Status of Bulk Fuel Contracts (GS-09)					DFSC-6	R1 Tab A
(6) Inventory Accountability (GS-07)						
(a) Gain/Loss Investigation/Resolution					DFAMS	
(b) Monthly Reconciliations					DFAMS	
(c) 1884 Report Process					DFAMS	
(d) Contract Clauses					DFSC-6	
(e) Data Entry Review DFAMS/FAMS & FAS					DFAMS	R1 Tab E
(f) Audit Trail					DFAMS	
b. Ordering Officer/Implement Dist Plan/ Contract Files (GS-07/09)						
(1) Distribution Plan Authorization					DFSC-6	R1 Tab A
(2) Source Identification and Ordering Authority					DFSC-6	R1 Tab A,B,C
(3) DD 1155 (Ordering), Monthly Fuel Requirements					DFSC-6	R1 Tab A,D
(4) Failure to Deliver Notice					DFSC-6	R1 Tab A
(5) Tanker and Pipeline Slatting					DFSC-6	R1 Tab A
(6) Schedule Shipments					DFSC-6	R1 Tab A
III. Transportation						
a Management (DLAR 4500.3 DTMR)(GS-07)					MTMC	
b. Policy (DOD 4140.4, DFSC-M, 4140.25, DFSC 4500.4)(GS-07)					MTMC	
c. Product Movements (GS-07)					DFSC-6	
d. Route Order for All Modes (Standing/domestic) (GS-07)					DFSC-6	R2 Tab F
e. Guaranteed Traffic (GS-07)					MTMC	

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(1) Requirements analysis					MTMC	
(2) MTMC Solicitation Process					MTMC	
(3) Monitoring Carrier Performance					MTMC	
f. Government Bill of Lading (GS-07)						
(1) SF 1200 Correction Notice					MTMC	
(2) Coding/entry					MTMC	
(3) Error Listing					MTMC	
(4) Preparation Instruction					MTMC	
(5) Carrier Assistance: Payment Verification					MTMC	
g. Loss Billing (carrier)(GS-07)					MTMC	R2 Tab H
h. Justification and Authorization (GS-07)					DFSC-6	
i. Demurrage and Detention (GS-11)						
(1) Tender and Contract Rules					MTMC	R2 Tab G
(2) FOB Origin vs FOB Destination					MTMC	R2 Tab G
(3) Investigation and Certification					MTMC	R2 Tab G
(4) Negotiating Settlements					MTMC	R2 Tab G
j. Tank Truck Routing (GS-07)					DFSC-6	R2 Tab F
k. Barge Transportation, Bidding and Documentation (GS-11)					MTMC	
l. Pipeline Tenders/Operating Agreements (GS-11)					MTMC	
(1) Regulatory Requirements					MTMC	
(2) Scope of Authority/Responsibility					MTMC	
(3) Negotiating Settlements					MTMC	
m. Verification of Transportation Rates: TRIS and CFM (GS-11)						R2
n. Bill Payment Process (GS-11)					DFSC-6	
o. Tanker Scheduling (GS-09)					DFSC-6	
p. Emergency/Military Exercises (GS-09)						R2
q. MTMC/MSC Interface/relationship (GS-07)					DFSC-6	
r. Lift and Delivery Restrictions (GS-07)					DFSC-6	
s. Evaluation of Carrier Service GS-09)						
(1) Regulatory Guidance						R2 Tab H
(2) Equipment Inspections						R2 Tab H
(3) Unsatisfactory Services History						R2 Tab H
(4) Warning, Suspension and Penalty						R2 Tab H
t. Bid Evaluation Model (GS-09)					DFSC-6	
u. Barge Bidding Procedures (GS-09)						
(1) Preparation of Bid Documents						R1
(2) Lifting and Delivery Restrictions						R1
(3) Terminal Capabilities						R1
(4) Evaluating Offers and Awarding Movements						R1
(5) Administering Contracts and Transportation Tenders						R1/R2
v. Hazardous Cargo (GS-11)						
(1) 49CFR and 33CFR						R2
(2) DOT Requirements						R2
(3) Shipper and Carrier Responsibilities						R2
(4) Emergency Response Requirements						R2
IV. Quality						

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a. Role of QAR/QSR (GS-07)					DFSC-1	R3
b. Product Specifications & Use Limits (GS-07)						R3
c. Quality Problems & Resolutions (GS-09)						R3
(1) Additives					DFSC-6	R3
(2) Filtration					DFSC-6	R3
(3) Downgrading					DFSC-6	R3
d. Sampling Procedures and Frequency (GS-09)						R3
e. Laboratory Operations (GS-09)						R3
(1) Test Methods						R3
(2) Types of Laboratories/tests						R3
f. Quality Infrastructure (GS-07)						R3
g. Product Inspection and Acceptance (GS-09)						R3
(1) Principles of Laboratory Analysis						R3
(2) Sampling and Testing Techniques						R3
(3) Quantity Determination Methods						R3
(4) Inspection and Evaluation of Conveyances						R3
h. Material Safety Data Sheets (GS-07)						R3
i. Property Administration (GS-11)						R3
Trainee Comments:	Signature of Trainee Date					
Mentor/Supervisor Comments:	Signature of Mentor/Supervisor Date					

DFR-A Region IDP Guidance

IDP Guidance Oct 2, 1996		Region Multifunctional Specialist Intern Formal Training Guide for GS-301					
<u>Course Title</u>	<u>Course Number</u>	<u>Location</u>	<u>Tuition Cost</u>	<u>Length</u>	<u>GS-7</u>	<u>GS-9</u>	<u>GS-11</u>
DFSC/FUEL ORIENTATION							
DFSC Overview	DFSC 1	On-Site	\$0	2 Days	M		
Fuel Indoctrination Trip	DFSC 1a	On-Site	\$0	3 Days	M		
Bulk Fuels CBU	DFSC 2	On-Site	\$0	2 Days		M	
Facilities CBU	DFSC 3	On-Site	\$0	2 Days		M	
Direct Delivery CBU	DFSC 4	On-Site	\$0	2 Days			D
Alternative Fuels CBU	DFSC 5	On-Site	\$0	2 Days			D
Petroleum Officer Course	8B-92F	Ft Lee	\$0	2 Weeks			HD
DFR/Tanker Load/Offload		On-Site	\$0	as req	M		
DFAMS/FAS Class		HQ DFSC	\$0	1 Week	M		
Pipeline		On-Site	\$0	1 Day	M		
Barge		On-Site	\$0	1 Day	M		
Tank Truck Ship/Receive		On-Site	\$0	1 Day	M		
CONTRACTING							
Contracting Fundamentals	CON101	DAU	\$0	4 Weeks			D
SUPPLY MGT/LOGISTICS							
Installation Traffic Mngmt	8C-F4	Ft Eustis	\$0	3 Weeks		M	
Defense Advanced Trans	8C-F3	Ft Eustis	\$0	2 Weeks			D
Decision Analysis for Logisti	ALMC-DC	Ft Lee	\$0	2 Weeks		D	D
Regional Supply Indoc Crs	R1	Local Offerings	\$0	OJT			M
Regional Trans Indoc Crs	R2	Local Offerings	\$0	OJT			M
QUALITY ASSURANCE/SUR							
Regional Quality Indoc Crs	R3	Local Offerings	\$0	1 Week/ OJT			M
Hazardous Material Transpor		Houston TX	\$795	1 Day			HD
STATISTICS/MATH							
Basic Statistics*		Local Offering	\$450	4 Days		M	
COMPUTERS/AUTOMATION							
Local Software Use		Local Offerings	\$300	2 Days	D	D	D
PERSONAL DEVELOPMENT							
24 Semester Hours - Business		Local Offerings			D	D	D
Human Dynamics		Local Offerings	\$450	3 Days	M		
Team Building		Local Offerings	\$450	3 Days		M	
Systems Thinking		Local Offerings	\$750	5 Days			M
Conflict Resolution		Local Offerings	\$300	2 Days			M
Customer Relations		Local Offerings	\$300	2 Days	M		
Effective Writing		Local Offerings	\$300	2 Days	M		
Briefing Techniques		Local Offerings	\$300	2 Days			D
TQM		Local Offerings	\$300	2 Days		M	
M=Mandatory, HD=Highly Desired,D=Desired							
* Not required if college level Statistics course has been successfully completed							

INDIVIDUAL DEVELOPMENT PLAN		PURPOSE OF PLAN ("X" one): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CAREER INTERN <input type="checkbox"/> UPWARD MOBILITY </div> <div> <input type="checkbox"/> TRAINING NEEDS SURVEY <input type="checkbox"/> SUPERVISORY/MANAGERIAL DEVELOPMENT </div> <div> <input type="checkbox"/> VRA <input type="checkbox"/> OTHER (Specify) _____ </div> </div>						
NAME OF EMPLOYEE		POSITION TITLE, PAY PLAN, SERIES, AND GRADE					OFFICE SYMBOL	
DEVELOPMENT NEEDS	PRIORITY	SOURCE OF DEVELOPMENT <i>(e.g., course, vendor, on-job-training, rotational)</i>	BEGINNING DATE		TUITION/ REGISTRATION	TDY AND PER DIEM	MAN- HOURS	
			FY	QTR				
CERTIFICATION: I certify that the training, development, or education identified in this plan constitutes a valid management need for maximum performance of mission requirements and has been developed for the purpose of increasing the employee's performance in his or her current position or to prepare him or her for an identified target assignment.								
EMPLOYEE'S SIGNATURE AND DATE		SUPERVISOR'S SIGNATURE AND DATE			REVIEWING OFFICIAL'S SIGNATURE AND DATE			

DEVELOPMENT NEEDS	PRIORITY	SOURCE OF DEVELOPMENT <i>(e.g., course, vendor, on-job-training, rotational)</i>	BEGINNING DATE		TUITION/ REGISTRATION	TDY AND PER DIEM	MAN- HOURS
			FY	QTR			